

Policy: AD-05-03

Policy Title: Vehicle Fleet Management Program

Policy Purpose: Program to ensure safe operation of all Town's motor vehicles

Implementation Date: 01/06/2005

Revision Date: N/A

**TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT
VEHICLE FLEET MANAGEMENT PROGRAM**

This policy is being created to set forth guidelines for the safe operation and enforcement of all driving policies of all Town's motor vehicles assigned.

Fleet Safety Program

1. Hiring Policies
 - a. Must have a valid license
 - b. No chargeable accidents in the past year
 - c. No DUI or DWI convictions within the last 10 years
 - d. No more than two (2) "non-serious" moving violations in the past three (3) years
 - e. A minimum of one (1) year of verifiable experience
2. Authorized Vehicle Use
 - a. Company vehicles are to be used by company employees only. Any adjustments to this must be approved by the Town Council.
3. Motor Vehicle Records (MVR)
 - a. MVR's should be checked annually
4. Driver Qualification and Disciplinary Actions
 - a. Current employees must have less than eight (8) points in the last three (3) years and not more than four (4) points in last twelve (12) month period. Disciplinary action up to and including termination could be based on severity of violations.
 - b. The Driver Point System is based on the following:
 - Driving while intoxicated
 - Hit and Run Accident
 - Operating without a license
 - Homicide/Assault arising from vehicle operation
 - Failure to report an accident
 - Reckless Driving/Speed Contest/Racing
 - Speeding (16 mph. Or more over posted speed limit)
 - Accident – At-fault
 - All moving violations

5. Driver Review Board

- a. When accidents occur, a driver review board should be convened to determine the cause of the accident

6. Vehicle Maintenance

- a. The driver of the car should do all the general maintenance

7. Driver Safety Rules

- a. Seat Belt Use- Is mandated by law and Town of Westfield. Requires all drivers and passengers to wear seat belts while the vehicle is in normal operation
- b. Impaired Driving- A driver may not operate a motor vehicle at anytime when his or her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, fatigue, or injury
- c. Hitchhikers- Do not pick up hitchhikers at anytime
- d. Cell Phone Use- Plan use of your cell phone when vehicle is not moving
- e. Eating and Drinking- Eating while driving is prohibited. Non-alcoholic drinking can be done while driving but use caution
- f. Radar Detectors- Are prohibited from use in company vehicles
- g. All Rules of the Road should be followed while operating a company vehicle

8. Training

- a. EMC can provide training assistance through the use of their Audio/Visual Library and Safety Talks Handouts

9. Accident Handling and Reporting

- Stop your vehicle and protect the scene
- Call for medical assistance/assist the injured
- Call the police and company as soon as possible
- Locate witnesses and get important information from them
- Exchange pertinent information with other drivers
- Take photos of the accident

10. When in an Accident

- Never admit fault or apologize
- Never argue with other drivers or witnesses
- Never argue with the police
- Never make a statement to the media. Refer them to the company
- Never discuss details of the incident with anyone but a company representative or the police
- Always report the incident no matter how small it seems

11. Accident Investigation

- b. Accident investigation can be handled internally or through the use of police reports and findings. If internally, the reports should be turned in as soon as reasonably possible. The supervisor along with the fleet manager and/or a Driver Review Board will determine accident preventability and the proper course of disciplinary action, if any action is necessary. Disciplinary actions can range from training to termination

Bruce A. Hauk
Director of Public Works